

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**CITY CLERK  
GENERAL ADMINISTRATION DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Performs a variety of duties which are associated with the City Clerk's Office and required by law. Employee reports to the City Manager and City Council.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs a variety of duties in support of the City Clerk's Office. This employee prepares City Council agendas and agenda packages for City Council; attends City Council meetings and transcribes minutes; services all boards and commissions; and is custodian of all City records including minutes, ordinances, resolutions, maintenance on contracts, deeds, right-of-ways, street and alley closings, etc. Employee is responsible for responding to residents' requests for information. Employee must exercise independent judgment, discretion, and initiative in completing assignments. Employee must also exercise tact and courtesy in frequent contact with taxpayers, attorneys and the general public. Work is performed under general supervision of the City Manager and is evaluated through observation, conferences and review of work performed.

**ILLUSTRATIVE EXAMPLES OF WORK**

- Prepares legal notices for City Council public hearings.
- Serves as custodian for all official City documents pertaining to actions of the City Council.
- Gathers information and prepares agenda packages for City Council meetings.
- Attends City Council meetings and transcribes minutes.
- Services all standing boards and commissions.
- Coordinates annual boards and commissions luncheon.
- Maintains City Council long- and short-range planning agenda.
- Prepares and monitors the City Clerk's budget.
- Indexes minute, resolution and ordinance books.
- Notifies appropriate staff, news media and other interested parties of City Council meeting dates and times.
- Initiates appropriate documents associated with all City-owned land.
- Maintains City Council invitation agenda.
- Administers oaths of office as authorized by law.

## **CITY CLERK**

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the organization and functions of the City.

Considerable knowledge state open meetings and public records laws.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

Working knowledge of the geographical layout of the City.

Skill in the use of office equipment, including popular computer-driven word processing, spreadsheet, and file maintenance programs.

Ability to prepare and maintain a wide range of records and files.

Ability to research program documents and narrative materials, and to compile reports from information gathered.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM EXPERIENCE AND TRAINING**

Associate's degree in the secretarial sciences and 3 to 5 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **SPECIAL REQUIREMENT**

Possession of a Certified Municipal Clerk certification.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

## **CITY CLERK**

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Exempt